****

**CAMP State Lobby Day**

**Legislative Meetings 101:**

**Do’s and Don’ts**

What You **SHOULD DO**

* Be prompt
* When introducing yourself, include the geographic area where you do business
* Give the member your “leave behind” and business card
* Ask the member/staff for their card
* Be polite and pleasant
* Offer to be of further assistance and to serve as a resource
* Thank the member/staff for their valuable time and remember to send a short thank you letter when you get home

What You **SHOULD NOT DO**

* Be late
* Be impatient
* Assume the member will know or remember you
* Waste the member’s time
* Give the member too many materials
* Underestimate the influence of the staff
* Be rude, argumentative or abrasive

*(today’s opponent may be tomorrow’s ally)*

* Make demands or threaten the member
* Mention any CAMP PAC contributions, personal contributions or other planned or previous financial support of the member